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ABSTRACT

Guidelines from the Missouri State Department of Higher Education for determining the eligibility of community college courses for credit hour reporting for state aid purposes are presented. Definitions are given for "course" and "semester credit hour." Criteria are presented to help establish which courses in baccalaureate transfer and in vocational/technical programs, which vocational courses not part of a degree or certificate program, and which remedial and preparatory courses are eligible for state aid. Additional guidelines are given for courses in art/crafts, home economics, languages, music, physical education, pilot training, General Education Diploma courses, student activity courses, and other courses offered to employees of a profit-making organization. Non-credit courses eligible for state aid include vocational/technical courses and public service courses designed to meet career needs of employed persons or persons who intend to enter or re-enter employment. Non-credit courses ineligible for state aid include elementary and secondary school courses, leisure time courses, physical education courses, semester credit hours awarded through examination, and general arts and science courses which are similar in content to credit courses. Information on reporting and funding is also provided. (MB)

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GUIDELINES FOR DETERMINING STATE AID ELIGIBILITY FOR COMMUNITY COLLEGE COURSES

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The Department of Higher Education
Jefferson City, Missouri

January 26, 1978

JC 790 065

Guidelines for Determining State Aid Eligibility for Community College Courses

To meet the varied educational needs of the communities they serve, public community colleges should offer a wide range of programs and services. The following guidelines shall apply in determining the eligibility of courses for credit hour reporting to the Coordinating Board for Higher Education for state aid purposes.

I. Definitions

A. Course is an organized set of instructional activities in a particular subject matter, scheduled during a given period of time, or programmed for achievement of minimum competencies, for which credit toward a degree or certificate is usually, but not always, given.

B. Semester Credit Hour permanently transcripted instructional activity consisting of a minimum of 750 minutes of classroom experiences such as lectures or discussion or similar equivalent, or 1500 minutes of such experiences as laboratory or studio, or the equivalent of such experiences, exclusive of registration and final examination time or other evaluation of student performance. Greater amounts of supervised practicum or internship instruction are normally required to be the equivalent of one credit hour. Regular program courses of ½ credit hour or more are eligible for funding. Any course of less than ½ credit hour must be reviewed by the DHE to determine its eligibility for state aid.

All courses claimed for state aid must be recorded on the transcripts of those students included in the claim. Only those credit hours being generated by in-state students at the end of the fourth week during the regular term calendar and at the end of 1/4 of the course time frame for courses on schedules other than the regular calendar may be included in the claim. Students enrolled in such courses who do not wish credit are to be designated as "course auditors." Credit hours for course auditors will be reported only if the student is paying full, regular fees for the course. Credit hours for course auditors paying reduced or no fees will not be counted for state aid.

II. Credit Courses Eligible for State Aid

A. Courses in the Baccalaureate Transfer Programs are those courses which are applicable to the associate degree transfer programs. Course work must be collegiate-level study. These courses may be considered for transfer to an upper-division degree program at a four-year institution.

B. Courses in Vocational/Technical Programs are those courses which are not in baccalaureate transfer programs and which are applicable to an associate degree or to career certificate. All vocational/technical courses in these programs are eligible for state aid. Some, but not all, of the vocational/technical courses may be considered for transfer to upper-division degree programs.

C. Vocational Courses Not Part of a Degree or Certificate Program are eligible for state aid if a majority of students at date

of enrollment indicate an interest in upgrading skills or acquiring skills relative to current or anticipated employement. This criterion is used in order to distinguish between courses which are genuinely necessary to acquire vocational skills and those which are "hobby/avocational/recreational."

D. Remedial and Preparatory Courses are designed to assist the student in gaining degree or certificate curriculum entry proficiencies. Only those courses in the areas of writing skills, reading, mathematics, and study skills related to the preparation for collegiate-level work are eligible for state aid.

E. Additional Guidelines

1. Courses in the curricula of Art/Crafts, Home Economics, and Life Style must be collegiate-level study and designed as part of a degree or certificate program. They must not be of a "hobby/avocational/recreational" type. An individual course may be eligible for state aid as a vocational/technical course if a majority of students at date of enrollment are taking the course for a demonstrable vocational purpose.

2. Languages. Language courses must be collegiate-level study and designed as a part of a degree or certificate program. Conversation courses which have not theoretical or grammatical study but merely enable the student to become familiar with phrases and sentences of a foreign language are ineligible for state aid. On the other hand, if conversation courses have prerequisites or corequisites of study in grammar or theory they will be eligible for state aid.

3. Music. Private music lessons are eligible for state aid if an audition determines that the student is competent to study on a college level. Any class music lesson with an enrollment of one student will be considered a private lesson.

4. Physical Education. Courses which involve team sports as well as those sports which emphasize individual conditioning will be considered eligible for state aid if it can be shown that a majority of the enrolled students are matriculated in a degree or certificate program for which physical education is required. This includes courses in dance, self-defense, physical conditioning, boat safety, motorcycle rider safety, and driver education.
   Cheerleading. Courses in cheerleading are not eligible for state aid.

5. Pilot training. Courses teaching students to fly airplanes are eligible for state aid if they are part of relevant degree or certificate programs, such as courses in pilot training in an aviation program or avionic technology program.

6. G. E. D. Courses. Courses designed for the preparation of the General Education Diploma are not eligible for state aid.

7. Student Activity Courses. Practicum courses in student activities such as the yearbook, or the newspaper are eligible for state aid if they have prerequisites or corequisites of classroom course-work in these areas of study.

8. Other. Any course which is offered to the employees of a profit-making organization to the exclusion of other individuals is eligible for state aid if one or more of the following conditions are met:

   1. Persons other than employees of the organization are permitted to register for the course;

   2. The course may be taught to employees of other organizations;

   3. The course is derived mainly from an existing course (s).

   Such a course is ineligible for state aid if 1) the organization reimburses the College for the course above the normal student fee, or 2) the instructor for the course is employed by the organization and the course is closed to individuals other than employees of the organization.

III. Non-Credit Courses Eligible for State Aid.

A. Vocational/Technical Courses and Public Service Courses

Courses designed to meet career needs of employed persons or persons who intend to enter or re-enter employment may be equated to college credit for state aid purposes. Courses organized specifically to improve understanding of, participation in, and delivery of governmental, or public affairs and services may be equated into college credit for state aid purposes. Equating the above two categories of courses must be on the bases of the definition of a semester credit hour and the guidelines for eligible credit hours. Credit hour fractions of less than one may be included.

The criterion which applies to the vocational/technical credit courses applies to the non-credit vocational/technical courses and public service courses: i.e., a majority of enrolled students must indicate an interest in upgrading skills or acquiring skills relative to current or anticipated employment; and the course must not be "hobby/avocational/recreational" type.

IV. Non-Credit Courses Ineligible for State Aid

A. The following non-credit courses are ineligible for state aid:

1. Elementary and Secondary School Courses which are designed for the completion of elementary or secondary school graduation requirements;

2. Leisure Time Courses which are designed to meet hobby, avocational or recreational needs;

3. Physical Education Courses in which a majority of students are not enrolled in a certificate or degree program;

4. Semester Credit Hours which are awarded solely through examination;

5. General Arts and Sciences Courses which are non-credit courses but which are similar in content to credit courses may not be considered eligible for state aid merely because of similarity of course content or being taught by the same professor who teaches the credit bearing courses. If the course is transferable for credit, it must be considered under Section II of the Guidelines.

V. Reporting and Funding

A. For reporting and funding purposes, please note the following:

1. Courses categorized under "Credit Courses Eligible for State Aid" (Section II) shall include the unrestricted institutional expenditures and all other unrestricted operating expenditures, except 1) the expenditures directly incurred for vocational or technical courses

and public service courses which are to be measured in credit hour equivalencies, and 2) the expenditures directly incurred for courses or credit hour equivalencies not eligible for state aid.

2. Courses categorized under "Vocational/Technical Courses and Public Service Courses" (Section III) shall include the unrestricted expenditures and other direct expenditures associated therewith.
3. Courses categorized under "Non-Credit Courses Ineligible for State Aid" (Section IV) shall include the unrestricted instructional expenditures and other direct expenditures associated therewith.

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